

**WISCONSIN DEPARTMENT OF PUBLIC  
INSTRUCTION**

**CAREER AND TECHNICAL EDUCATION TEAM**

**INSTRUCTIONS FOR COMPLETING CARL  
PERKINS BUDGET/BUDGET MODIFICATION  
FORM (PI-1303-A)**

*Revised 09/08*

## **Design of the *Carl Perkins Budget/Budget Modification* (PI-1303-A, Rev. 09-08)**

The template includes the following sections:

- Section I**            **Administrative Provisions**
- Section II**          **Budget Modification**
- Section III**        **Summary and detail pages of the *Budget***

### **Directions**

All applicants are required to use this form when submitting a 2009-10 Carl Perkins application to the Department of Public Instruction by **January 15, 2009**.

A *Budget Modification* can be submitted anytime between the original application submittal to the Department of Public Instruction but not later than **April 15, 2010**.

A *Budget* must be burned to a CD with the Carl Perkins application. A *Budget Modification* must be e-mailed to: marilyn.bachim@dpi.state.wi.us.

The template is available on the DPI website at the following address: <http://dpi.wi.gov/forms/doc/f1303-a.doc>

### **10% Rule**

Financial changes **between** object classifications (*Purchased Services, Capital Objects, Non-Capital Objects, and Personnel Summary*) which **exceed** 10% require prior approval.

10% Rule: Financial changes which do not exceed 10% do not require approval.

*What is the 10% rule?* Grantees can expend more money than approved in one or more of the four object classifications (purchased services, capital, non-capital, and personnel) without DPI approval. However, the “shift” in expenditures between or among object classifications cannot exceed 10%. (The total budget cannot exceed the grant award.)

If the “10% rule” has been exceeded, a claim for reimbursement (PI-1086) cannot be processed, i.e., the amount of reimbursement will be “cut back” until the 10% rule is met.

If the claim does not match the approved budget, an accountant on the School Management Services Team double-checks with DPI/CTE staff to determine if a budget modification request has been received. If none has been received, the accountant contacts your business manager/bookkeeper to let this individual know that a *Budget Modification* is required. The expectation is that the business manager/bookkeeper will contact the CPA fiscal agent LVEC/CTE Coordinator to discuss rectifying the problem.

Grantees are required to file quarterly claims. This requirement accomplishes two things; the grantee receives reimbursement quarterly and, more importantly, the budget is monitored on a quarterly basis.

### **Budget Modification**

As described above, a budget modification (PI-1303-A) is required whenever the *10% Rule* is exceeded. *Budget Modifications* are due not later than April 15<sup>th</sup>. If this deadline is not met, the CPA fiscal agent LVEC/CTE Coordinator must request a waiver of the deadline. It is preferable that the request be made in the form of an e-mail. The *Budget Modification* must be a part of the waiver request, i.e., attachment to the e-mail. Please note: waivers cannot be granted after the grant period closes; i.e., June 30<sup>th</sup>.

## Cell-by-Cell Template Directions

### Type of Request *Check Only One*

#### **Original Budget**

Check this box if the budget corresponds to the initial application submitted by the applicant.

#### **Budget Modification**

Check this box if the budget is a change from the initial application.

## Section I—Administrative Provisions

#### **Fiscal Agent**

Enter the name of the school district or CESA that will act as the *fiscal agent* of the application.

#### **Funding Source *Check One***

A **separate** budget must be completed per the following *Funding Source*:

##### **Title I, Part B—State Provisions *State Institutions***

If the budget is for a *State Institution* application, check here and skip to *Section III.B—Budget Detail*.

##### **Title I, Part C—Local Provisions *Formula Allocation***

If the budget is for a *Formula Allocation* application, check here and skip to *Section III.B—Budget Detail*.

#### **For DPI Use *Project No.***

State staff complete during review of the application. Do not complete.

## Section II—Budget Modification

Enter the rationale for the change; i.e., what is not going to be done and why. In addition, enter what is now going to be done and why.

#### **Fiscal Agent**

The computer will “populate” with information from page 1 of the template. Do not complete.

## Section III—Budget

The *Budget* has two sections. *Section III.A* is a *Budget Summary*. *Section III.B* is a *Budget Detail* that supports the *Budget Summary*.

The *Budget Summary* is broken down into three areas:

**Supervision & Coordination** 223 000 series includes those administrative expenses related to an LVEC position (not to exceed 5% of the total grant).

**Instruction** 130 000 series includes the instructional activities dealing directly with the interactions between staff and students.

**Support Services** 200 000 series are services that provide technical and logistical support to facilitate and enhance instruction.

The *Budget Detail* is broken down into four areas:

- **Purchased Service Object** includes payments for services rendered by personnel who are not on the payroll of the school district or which the school district obtains from private or public agencies (i.e., CESA). Employee travel is a *Purchased Service* and includes transportation costs, meals and lodging. While a product may not result from the transaction, the primary reason for the purchase is the services provided.
- **Capital Object** is an item exceeding \$5,000 (federal definition). If a school district/consortium would like to identify an item at less than \$5,000 as a *Capital Object*, state auditors will not question such action.
- **Non-Capital Object** is considered mostly to be supplies, instructional materials, resources, and books.
- **Personnel Summary Object** includes the name and position of each person **employed by the fiscal agent**. These funded positions are for the purpose of supplementing the career and technical education program—not to supplant existing local funding of positions.

The items listed on the *Budget Detail* pages support and further explain the items listed on the *Budget Summary*. The items on the *Budget Detail* pages provide **specific** information regarding the expenditure.

When determining items to be funded, bear in mind that the intent of the Act is the **improvement** of career and technical education. The Department of Public Instruction, Career and Technical Education Team, is targeting *Formula Allocation* money for the development, implementation, and refinement of *Programs of Study*. Expenditure of funds must be used to achieve that end. **Supplanting is prohibited.**

Please remember to tab (not mouse); this will ensure that the programmed calculations will work! Complete all columns of the *Budget Detail* as specifically as possible. **All budgets should be shared/reviewed with the fiscal agent's business manager/bookkeeper PRIOR to submission to DPI.**

#### ***Fiscal Agent***

The computer will “populate” with information from page 1 of the template. Do not complete.

### **Section III.A—Budget Summary**

#### ***Original Budget—Amount Requested***

The computer will “populate” with information from the budget detail of the template. Do not complete.

#### ***For DPI Use Amount Approved***

State staff complete during review of the application. Do not complete.

#### ***DPI Approval Signature and Date Signed***

State staff complete during review of the application. Do not complete.

#### ***Fiscal Agent***

The computer will “populate” with information from page 1 of the template. Do not complete.

## Section III.B—Budget Detail

### ***Purchased Service Object***

*Purchased Service* budgeted items support information provided in the Carl Perkins application.

A *Purchased Service* is a payment for services rendered by personnel who are **not** on the payroll of the school district or for services which the school district obtains from private or public agencies (i.e., CESA). Employee travel is a *Purchased Service* and includes transportation costs, meals and lodging.

Specify the *Item Name*, *Date(s) of Service To Be Provided*, *Unit Cost*, *Quantity*, *Total Cost*, and corresponding *Function Code*.

### ***Capital Object***

*Capital Object* budgeted items support information provided in the Carl Perkins application.

Specify the *Item Name*, *Unit Cost*, *Quantity*, *Total Cost*, and corresponding *Function Code*.

### ***Non-Capital Object***

*Non-Capital Object* budgeted items support information provided in the Carl Perkins application.

Specify the *Item Name*, *Unit Cost*, *Quantity*, *Total Cost*, and corresponding *Function Code*.

### ***Fiscal Agent***

The computer will “populate” with information from page 1 of the template. Do not complete.

### ***Personnel Summary Object—Salary***

List all employees of the fiscal agent to be paid from CPA funds. If a vacancy exists which will be filled indicate “Vacant.”

Personnel budgeted items support information provided in the Carl Perkins application.

These funded positions are for the purpose of supplementing the career and technical education program—not to supplant existing funding of positions.

Specify the name of the employee of the school district/CESA to be paid from CPA moneys and corresponding *Position Title*, *FTE* (Full Time Equivalency), *Date(s) Service to be Provided*, and *Total Cost*.

Enter corresponding *Function Code* of each employee to be funded.

### ***Fiscal Agent***

The computer will “populate” with information from page 1 of the template. Do not complete.

### ***Personnel Summary Object—Fringes***

List all employees of the fiscal agent to be paid from CPA funds. If a vacancy exists which will be filled indicate “Vacant.”

Personnel budgeted items support information provided in the Carl Perkins application.

These funded positions are for the purpose of supplementing the career and technical education program—not to supplant existing funding of positions.

Specify the Name of the employee of the school district/CESA to be paid from CPA moneys and corresponding *Position Title*, *FTE* (Full Time Equivalency), *Date(s) Service to be Provided*, and *Total Cost*.

Enter corresponding *Function Code* of each employee to be funded.